

## WRPS Online Accruals

- 1) Electronic accruals may be submitted between the 12<sup>th</sup> and the 16<sup>th</sup> of each month.
- 2) Using the login information contained in the confirmation email when you completed your initial registration, log in to the [Vendor Registration System](#). If you do not have this information, you can use the “Forgot Vendor Key” link to retrieve the Vendor Key. The system will ask you for your company’s DUNS number, which you can enter in the format of xx-xxx-xxxx. The system will send a new email to the email provided by your company on your original registration with the Vendor Key
- 3) Click on the Accruals tab at the top of the screen.

Click on Accruals Tab

Vendor Info Pt 1	Vendor Info Pt 2	Business Class.	Tax Status	Certify & Submit	WRPS Reps/Certs	Accruals
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**VENDOR REGISTRATION**  
Procurement and Materials Management

Contractors: This is the registration process for contractors, vendors, and suppliers to CHPRC, MSA, WRPS and FH.

**Vendor Information**

DUN & Bradstreet Number *	Contact Name (First and Last) *	Contact Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Business Name *	Date 10/15/2014	
Business/Mailing Street Address *		
<input type="text"/>		

- 4) Enter the estimated cost to date amount for the subcontract based on the WRPS Fiscal Month end in the appropriate space. Click here for the [Fiscal Month End Calendar](#)

Enter Accrual Amount Here

Washing River Protection Solutions Accruals			
Contract Number	Release Number	Total Cost to Date Estimate (\$)	Current Authorized Amount (\$)
00039505	00083		1,881.94
00039505	00096		37,555.00
00039505	00101		50,588.00
00039505	00123		110,246.00

- 5) You do not have to submit all at once. Once you hit submit, the system sends that information to the server and the next time you log in, you should see the previously entered accruals.

If you experience any technical difficulties, please contact us at [wrps\\_procurement@rl.gov](mailto:wrps_procurement@rl.gov)